



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY

#T2214 RECYCLING SPECIALIST I SALARY: \$3305 to \$4016, Monthly
#T2215 RECYCLING SPECIALIST II SALARY: \$4016 to \$4854, Monthly
#T2216 RECYCLING SPECIALIST III SALARY: \$4409 to \$5331, Monthly

APPLY: **FIRST DATE:** May 7, 2004

LAST DATE: May 26, 2004

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: **NOTE:** You must attach a copy of your degree or transcripts with your application. A Bachelor's Degree or equivalent education (i.e., minimum completed units=120 sem./180 qtr.)

-AND-

EXPERIENCE:

Recycling Specialist I: One year of full-time professional experience as specified below.

Recycling Specialist II: Two years of full-time professional experience as specified below.

Recycling Specialist III: Three years of full-time professional experience as specified below.

QUALIFYING PROFESSIONAL EXPERIENCE MUST INCLUDE: planning, developing, administering, and/or implementing public or private waste reduction and diversion programs and/or non-burn resource recovery programs.

NOTES:

1. You may substitute additional qualifying experience for lack of the required education on a year-for-year basis (one year of qualifying experience = 30 semester or 45 quarter units.)
2. A Master's Degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience.

LICENSE: A valid California Class C Driver's License is **required at time of hire.**

DUTIES: Recycling Specialists I work under close supervision to coordinate the development and implementation of routine projects for the City of San Diego's Waste Reduction and Diversion Program. **Recycling Specialists II** are responsible for projects of average complexity. Duties may include the study and research of municipal waste reduction and diversion projects; planning, developing, and implementing waste reduction and diversion projects; conducting grant fund research and preparing draft applications; coordinating private and public sector waste reduction and diversion projects; conducting waste audits; making informational presentations to business and community groups; and preparing reports. **Recycling Specialists III** lead the work of Recycling Specialists I and II and coordinate the development and implementation of the most complex projects for the City of San Diego's Waste Reduction and Diversion Program. Duties may also include monitoring multiple contracts; preparing cost benefit analyses and assisting in budget preparations.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the appropriate eligible list(s).

ELIGIBLE LISTS: Separate eligible lists will be established for **Recycling Specialist I, II, and III**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

*PAD/June 22, 2001/*Rev.1 (05-07-04)/Class 1559;1558;1561

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER